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Approved For Release 2003/03/28 : CIA-RDP78-00433A000100050034-0

17 MAY 1971

1. The Office of Finance is planning to microfilm a major portion of its records in an effort to save space and improve efficiency. We interpret that statutory authority for this action is generally contained in the two references, copies of which are attached. Paragraph 5 of this memorandum requests action by your staff. We would also appreciate any other comments you may have on our general plans.

2. Our present plans call for the microfilming of the following records:

(a) Original Posting Vouchers, reflecting approval, certification, purpose, etc., supported by original receipts and other documents related to the accounting or payments. This file contains certain records being held 30 years at the request of the Counter Intelligence Staff, although the files would normally have been destroyed by Finance at the end of 12 years.

(b) Station and project accountings, including station or project vouchers, receipts, and other supporting data applicable to the financial accounting. These are accountings too large in volume to attach to posting vouchers. This file contains material of interest to CI Staff, and is also being held 30 years.

(c) Existing paper copies of the following:

- (1) Expense and obligation reports, such as the Obligation Status Reports.
- (2) General Ledgers Account Subsidiary Listings.
- (3) Listings for Counter Checks.
- (4) Individual Earnings Records and other pay and deduction runs.

(d) Counter checks. These are machine cards detailing records of payments to agents.

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GROUP 1
Excluded from automatic

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SUBJECT: Office of Finance Proposal for Microfilm Records

- (e) Field Duty Status Reports.
- (f) Time and Attendance Reports.

3. The above applications do not include our proposed plans as they relate to ongoing systems applications such as COM, and the plans for the Support Data Management Center.

4. We have started to microfilm certain of the records per Paragraph 2 above on a trial basis. Our initial testings have been favorable and the quality has been good. Instructions are being drafted for Headquarters and field stations to improve the suitability of material to the microfilm process. All internal operating procedures such as photographing, destruction techniques, etc., will be coordinated with your office.

5. It is our understanding that your office has been designated as the coordinator for microfilm applications within the Agency. We are therefore requesting a specific interpretation through your channels (Presumably from OGC) on any financial records for which "preservation is required by law." For your information, reference to the above quote is contained in Public Law 82-129 which states "the original may be destroyed in the normal course of business unless held in a custodial or fiduciary capacity, or unless its preservation is required by law."



L. E. BUSH
Director of Finance

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Attachments:

Copies of two Records Acts